Contingency Plan For *Name the system here*	
Last Updated: 07 Jan 04 MID Tech: Lisa DeMars	
a. Purpose of System	
What is the purpose(s) of this particular system	
b. Impact	
Indicate primary users.	
What is the impact to the command if this system crashes.	
Is a short down time OK?	
What down time could be acceptable?	
c. Inventory info	
Location (clinic & room)	
Serial number	
Barcode	
Make/Model	
d. Hardware contents	
Processor	
Hard drives	
Memory	
e. Software loaded	
Operating system	
Application software	
Indicate where to find installation disks	
f. POC – is there an outside party to be called for assistance?	
Name	
Email	
Web page	
Phone	
g. Backup	
How and when is this system backed up?	
Where is the backup stored?	
What's included in the backup?	

Risks and Solutions for *Name the system here*	
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Risks come in many forms. Write a solution for each. OK to add more.	
a.Total system loss – due to theft, fire, vandalism	
b. Motherboard, processor, or memory failure	
c. Hard drive failure	
d. Operating system failure	
e. Application failure	
f. Virus attack	
g. Internal sabotage	